



Business Watch

SANDY CITY POLICE DEPARTMENT

Chief Stephen Chapman

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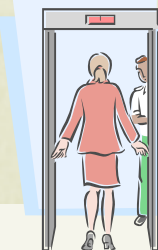
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Dawn Black
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Crime Prevention

Welcome to Business Watch. It is our goal to provide Sandy City community businesses with information regarding shoplifting, internal theft, burglary, robbery, and other aspects of crime prevention. This may be one of the best crime prevention devices for your business.

Business Watch is a crime prevention program which enlists the active participation of businesses in the Sandy area in cooperation with law enforcement to reduce crime in the business community.

Mission Statement

Our goal is to encourage the Sandy City business community to take proactive measures to minimize the threat of crime through training and building relationships with fellow businesses.

SANDY POLICE CHECK POLICY

The following information is to inform merchants of the check policy that the District Attorney's office, as well as statutes we are held to. These guidelines must be strictly met so that we can assist in prosecuting those who meet the criminal prosecution standards.

We are aware of the large number of 'bad checks' that are flooding the city. These guidelines will assist us in seeing that prosecution and possible reimbursement are accomplished.

1. A check or a series of checks:

- A. Less than \$300.00—The victim will be required to go to small claims court to collect on the monetary loss. If the complainant is not successful and shows proof on this fact, then the City Attorney's Office will prosecute a check or series of checks which total less than \$300.00.
- B. \$300.00 and over—The District Attorney's Office will prosecute on checks over \$300.00 if the guidelines listed below have been met. On checks meeting Class A Misdemeanor category (\$300.00 to \$1000.00) it would be best to use small claims court and we encourage you to do so but it is not required before a report will be taken.

Please make your employees aware of the following rules:

- 1. The employee taking the check, must see a driver's license number and picture. They must also see and document a second identification of check guarantee or equivalent.
- 2. They must have the amount of the purchase and what was purchased. They must also have identification of the clerk that accepted the check, written on the check.
- 3. Make sure that you deposit all checks through your account.

Return Checks:

- 1. Keep the original check and do not send it back to the maker.
- 2. It is required that **ACTUAL NOTICE** be given prior to police involvement.
- 3. Send the required letter to the check writer, by certified mail, with return receipt requested, and restricted delivery to the person that it is addressed to only. As the return receipt comes back, keep it with the original check. The date the person received the letter will be on the return receipt from the post office (start counting 14 days from that date). Keep a copy of the letter you send. This is required on insufficient funds check and closed account.



4. If the maker responds to the letter and brings in the cash, money order, or cashier's check, the **FULL AMOUNT OF THE CHECK**, you will return the original check to the individual.
 - A. Do not take partial payment for the check because it will eliminate your ability to file a criminal complaint. Partial payment actually extends credit which turns the criminal case into a civil case. **DO NOT** take replacement check. Only, **CASH, CASHIER'S CHECK OR MONEY ORDER**.
5. If the certified letter is returned unopened or as undeliverable, **ACTUAL NOTICE** must be given in another way.
 - A. You may hire a constable to deliver the notice, at your own expense, to the maker of the check. The one making personal delivery of the notice will need to sign an affidavit. Please keep the information regarding the constable so that if he is needed for a witness, we will be able to locate him/her. You can locate the services of a constable by contacting the Sandy Circuit Court at 565-5700.
6. Any reliable person over the age of 18 may also deliver the **ACTUAL NOTICE**. This person will also have to sign an affidavit for delivery. The person serving the actual notice will need to be able to state how he knew the identity of the person whom he delivered the actual notice.
7. If you incur checks for which notice cannot be delivered because the check writer cannot be located, they cannot be filed in accordance with these procedures because there has not been a crime committed until the 14 days have passed after the **ACTUAL NOTICE**. The only recourse is to pursue whatever options are available to you to locate the check writer and deliver the notification.
8. If you have followed the procedures suggested for verifying a check writer's identity, and if you have issued **ACTUAL NOTICE** and have the document to support that fact, and if you have waited the necessary 14 days after having served the **ACTUAL NOTICE**, **THEN** take it to the police department and file an initial report. The police department cannot help you until this has been accomplished, so do not mail the Sandy City Police Department your checks.



CHECK POLICY
CONTINUED

9. The following checks **CANNOT** be accepted:

- Checks where no identification was obtained for the check writer.
- Checks accepted by a clerk that is not known or for services that cannot be identified.
- Post dated checks.
- Stop payment checks.
- Two party checks.
- Checks on out-of-state banks, these must be cashed at a bank.
- Checks on a local bank that were written and passed prior to May 11, 1983.

10. FORGERIES

If the document in question has been verified by affidavit, as a forgery, the actual 14 day notice requirement does not apply. Under section 9 of this policy, it is required that sub-sections (A), (B) and (C) are adhered to, even in cases of forgery. It is imperative that steps 1 and 2, under the heading "Please make your employees aware of the following rules", on page one, are adhered to relating to all forgeries and fraudulent documents.

The following is a suggested form to be used for the 14 day **ACTUAL NOTICE** letter.

Date: _____

To: _____

You are hereby notified that the check (s) described below issued by you have been returned to us unpaid.

Check Dated: _____

Check Number: _____

Originating Bank: _____

Amount: _____

Reason Returned: _____

The forgoing check (s) together with a service charge must be paid to the undersigned within fourteen days from the date of this notice in accordance with section 7-15-1, Utah Code Annotated 1953, or appropriate civil action must be filed against you for the amount due and owing together with the service charges, interest, court costs and attorney's fees as provided by law.

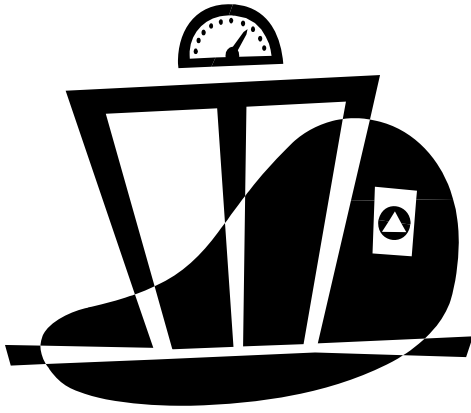
In addition, the Criminal Code provides in section 76-6-505, Utah Code annotated 1953: Any person who issues or passes a check or draft for payment of money, for the purpose of obtaining from any person, firm, partnership, or corporation, any money, property, or other things of value or paying for any services, wages, salary, labor or rent, payment to the payee in the amount of the refused check or draft within fourteen days of his/her receiving actual notice of check or draft's nonpayment. The foregoing civil action does not preclude the right to prosecute under the Criminal Code of the state of Utah.

Signature: _____

Name of Holder: _____

Address of Holder: _____

Phone of Holder: _____



Elevator Safety

Do you work up on the 5th or 6th floor of your building and need to ride an elevator to get to your office? Here are a few safety tips to keep in mind.

1. Observe elevator interior before entering. Wait until the next elevator if you are uncertain of any occupant.
2. Females riding the elevator alone should always stand near the control panel. If accosted, press ALL buttons.
3. If a suspicious person enters the elevator, exit before the door closes.
4. Before exiting from the elevator, observe the corridor for suspicious activity.
5. Report any suspicious activity or person (s) to your building security as soon as possible (if you have security.)
6. Whenever possible, ride the elevator with a friend, co-worker or acquaintance.

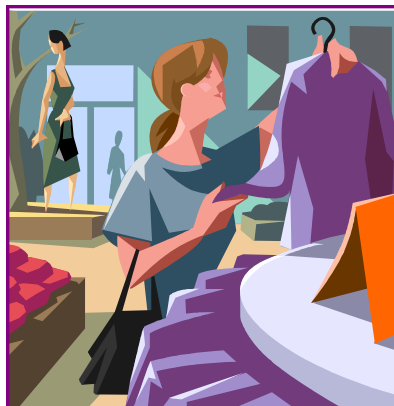


Take proactive steps to keep safe when riding in an elevator. YOU are your first line of defense in crime prevention whether at home or your place of employment.

If you have an experience concerning crime prevention and your business, or an article you would like to submit, please send this information to:

Dawn Black
Crime Prevention Specialist

Sandy City Police
dblack@sandy.utah.gov



Sandy City Police Department
Stephen M. Chapman
Chief of Police
10000 Centennial Parkway
Sandy, Utah 84070

Reporting a Crime

If you know that a crime is occurring, or suspect that something suspicious or dangerous is going on, if potential trouble exists, or if someone has been hurt, do the following:

Determine whether or not the situation is an emergency. An emergency requires an immediate response from the police department or fire/medical personnel. Immediately call **911**.

If the situation is not an emergency, do not tie up the 911-telephone system. Call dispatch directly at **840-4000**. If you are in doubt, don't bother trying to figure it out. Just dial 911.

When you first dial 911 or dispatch directly, be prepared to give the operator your name, the address of occurrence, and your phone number should the line be disconnected. Remember that the dispatcher is using a computer, so even though they continue talking to you on the phone, help is being sent simultaneously.

What, when, where, and who are the most important items that you will need to relay to the dispatcher.

What is happening?

- Be as specific as possible.
- Try to answer the dispatcher's questions as best you can.
- If you don't know the answer, tell the dispatcher that you just do not know.

When did it happen?

- Is this situation occurring now?
- Is something about to happen?
- How long ago did it occur?

Where is it happening?

- Give a specific address or directions.

Who is involved?

- Give descriptions of the victims and the suspects as accurately as you can.
- Try to write down and remember as many details as you can.

As a member of Business Watch, you are the eyes and ears of the police department in your place of business. By making the effort to report criminal activity correctly, you are making your business, as well as the businesses around you, a safer place.



Preventing Crime At Your Business

Suspicious Activity...

- Call the police at once if you notice suspicious strangers loitering in or near your place of business, particularly around opening or closing times.
- Business persons preparing to make a bank deposit should always be alert for strangers loitering near or at the bank. If in doubt, don't make the deposit while a suspicious person is in the area.
- Any suspected criminal activity should be reported to the police immediately.

Robbery Prevention...

- Never block the view into your store by filling windows with too many displays. Robbers don't want to be seen, and they are less likely to choose a business if people can see what's going on inside.
- Keep cash on the premises to a minimum.
- Make frequent pick ups of money from registers and make regular bank deposits.
- Try not to work alone. Studies have indicated that the presence of more employees may reduce the incidence of armed robbery.



Burglary Prevention...

- Install quality locks on doors and windows.
- Interior and exterior lighting is important. Lighting may prevent the burglar from concealing his illegal activities.
- Consider installing an alarm system and train your employees in its proper use. Knowing your business is equipped with an alarm may be enough to deter some criminals.

Shoplifting...

- Greet and approach all customers and offer to provide assistance.
- Keep expensive items away from entrances.
- Develop a policy to deal with shoplifters. Shoplifting laws are complex so make sure your employees are familiar with them.



Retail Crime Prevention Alliance Meetings
Sandy City Hall 10000 Centennial Parkway
3rd Floor East Conference Room
Date: Second Tuesday of each month.
Time: 1:30—2:30

For more information:
Matt Miller
Loss Prevention Manager
Target
604-2225
mattmiller1@target.com

September 1 - December 31, 2007

Sandy City Offenses Business & Residential	Alta		Bell		Crescent		Sandy		Total
	Flat Iron	Canyon	Dimple Dell	Bluff	Auto Mall	South Towne	Jordan	Historic	
Aggravated Assault	2	2	0	0	6	0	8	14	32
Alcohol Offenses	10	9	1	5	23	10	52	50	160
Arson	0	2	0	0	1	0	0	0	3
Burglary	26	17	6	10	18	11	34	40	162
Disorderly	6	9	1	1	15	6	19	21	78
Domestics	27	20	11	14	32	17	50	103	274
Drug Offenses	17	7	4	10	30	16	109	128	321
Forgeries & Frauds	9	6	1	2	11	27	33	30	119
Juvenile Problems	18	14	5	9	65	7	122	76	316
Property Offenses	61	66	19	27	91	36	109	114	523
Robbery	2	0	0	0	1	2	3	4	12
Sex offenses	6	2	3	1	8	5	21	7	53
Simple Assault	35	13	8	11	34	10	68	74	253
Suspicious Calls	16	10	3	5	14	2	25	22	97
Theft	54	22	11	15	127	153	127	182	691
Threats	8	10	7	6	13	2	21	20	87
Trespassing	3	2	4	2	13	2	12	17	55
Vehicle Burglary	29	43	21	22	63	25	74	55	332
Vehicle Theft	7	4	1	7	10	8	28	39	104
Weapons Offense	2	1	0	2	7	1	8	9	30
Total	338	259	106	149	582	340	923	1,005	3,702

Flat Iron- 1300 E to the East border, North border to 9400 S; **Canyon-** 1300 E to the East border, 9400 S to the Gully; **Dimple Dell-** 1300 E to the East border, 10350 S to 11400 S; **Bluff-** 1300 E to the East border, 11400 S to South border; **South Towne-** West border to 1300 E, Gully to 10600 S; **Auto Mall-** West border to 1300 E, 10600 S to South border; **Historic-** West border to 1300 E, North border to 9000 S; **Jordan-** West border to 1300 E, 9000 S to the Gully